

Application Deadline is July 19, 2016

An online application must be completed at:

<https://secure.ewashtenaw.org/hrjobs/AppJobPostingList.do>



INTERNAL UNION APPLICANTS WILL BE GIVEN FIRST CONSIDERATION

DATE: 07/04/16
STATUS: Regular, Full Time
SALARY RANGE: \$28,899.23 - \$37,826.14
TITLE: JUVENILE DRUG COURT COORDINATOR
GRADE: 26
UNION AFFILIATION: AFSCME 2733 Family Division - Juvenile Center

JOB SUMMARY

Under the supervision of a higher classified employee, and in cooperation with the Washtenaw County Juvenile Drug Court Planning Team, performs complex and sensitive professional administrative, organizational, systems, research, planning, analysis, evaluation, training, and staff support related to the maintenance and enhancement of the juvenile drug court; makes recommendations for action and assists in policy and procedure development and implementation. Responsible for day to day program delivery.

EXAMPLES OF DUTIES

Essential Duties:

- Assists in developing and implementing goals, objectives, policies, procedures and work standards for the Washtenaw County Juvenile Drug Court.
- Analyzes alternatives and makes recommendations regarding all aspects of the juvenile drug court (i.e. eligibility, assessment, service delivery, case management, drug testing, ancillary services, graduation requirements, team roles and responsibilities and evaluation) as well as such matters as organizational structure, budget development, staffing, facilities, and equipment.
- May represent the court and the juvenile drug court in meetings with County staff from other departments, representatives of other governmental agencies and business, professional and community groups, vendors and the public.
- Provides staff support to Washtenaw County Drug Court Planning Team.
- Provides support to Drug Court staff; facilitates weekly team meetings.
- Ensures that contract and grant requirements are met; resolves problems.
- May have programmatic responsibility.
- Prepares a variety of technical, statistical, narrative reports, correspondence, project forms, project policies and procedures, grant applications, and other written materials.

Important Duties:

- Maintains electronic drug court case management information system; trains users; audits system to ensure complete and accurate data entry. Prepares spreadsheets and reports. Prepares correspondence and other

written materials using word processing software.

- Prepares various reports to regulatory agencies, funding sources, and other organization; maintains accurate records and files.
- Uses standard office equipment in the course of the work; may drive a county or personal vehicle in the course of the work.
- Develops and implements skill-building programming for youth and parents.
- Performance of job duties will be required outside of normal working hours.
- Performs other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Knowledge and Skills in:

- Principles and practices of human services program planning, implementation, and evaluation.
- Principles, terminology, concepts, and methodology related to juvenile justice, community development, and substance abuse prevention and treatment.
- Interpreting, applying, and explaining complex laws, policies, and regulations.
- Skilled in effective meeting facilitation and teaching adult learners.
- Community resources available to youth, families, and individuals.
- Basic budgetary principles and practices.
- Time management and organization.
- Strength-based, family-centered assessment and treatment protocols.
- Establishing and maintaining effective working relationships with a diverse population of clients, professionals, and community members.
- Collecting, analyzing, and evaluating varied information and data.
- Setting priorities, coordinating multiple tasks, and meeting critical deadlines.
- Using sound independent judgment within established policy and procedural guidelines.
- Constructive conflict resolution.
- Effective oral communication with a variety of audiences; public speaking.
- Entering and retrieving information from a computer with sufficient speed and accuracy to perform the required work.
- Ability to independently initiate new tasks related to the job.

LICENSES AND CERTIFICATIONS

- Possession of a valid Michigan driver's license required.

PHYSICAL DEMANDS

- Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

- Possession of a Master's degree in social work, psychology, public health, public administration or a related human services field, with coursework in planning or administration.

EXPERIENCE

- One year professional case management, program development, or treatment administration required. Six month probationary period.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance.